

TERMS OF REFERENCE

I. PROJECT

TOURISM INVESTMENT PROMOTIONAL ACTIVITIES 2ND SEMESTER 2018

Ground Handling Service for the **Tourism Investment Forum** in the following areas:

- ❖ Iloilo City
- ❖ Tacloban City
- ❖ Baler

II. BACKGROUND

Tourism Investment Forum (TIF) is an information campaign that aims to generate awareness on the national and local government support to tourism related investments and developments in the Philippines in terms of incentives and financing facilities. It targets local property owners; developers; business/ investment associations; provincial, city and municipal tourism investment officers and local investment promotion centers and organizations

III. PROCUREMENT REQUIREMENTS

Tourism Investment Forum (TIF)

1.) Iloilo City

October 01-03, 2018

ABC: Php 460,853.00

Scope of Work/ Deliverables:

A. Accommodation Requirements:

3D2N hotel room accommodation 5-single rooms (for the speakers and OTSR Director) and 1 twin room (for PIED) with breakfast in a DOT accredited hotel (at least 3-star)

B. Transportation Service Requirements:

Re-bookable. Refundable regular rate RT airline tickets for 7pax with 20 kilos baggage allowance Manila-Iloilo-Manila (ETD Manila AM; ETD Iloilo PM).

Land transportation (van) within Iloilo City (RT airport transfers {arrival and departure} and a city tour on the last day)

Travel Insurance for 3 pax (DOT Head Office)

C. Meal Requirements:

Day 1 and 3 for the speakers and DOT head office representatives (lunch and dinner) 7pax
Day 2 (actual date of event) banquet service for 90pax – plated AM and PM snacks, buffet lunch and dinner with 1 round of drink

D. Function Room within the hotel where the speakers are staying

Use of function room (on Day 2) with projector, basic sound system, tables and chairs, stage and podium, pens and papers, white board and marker, wi-fi access, free flowing coffee.

Classroom style with dining (round) table at the back for the banquet service.

E. Token for the speakers (local products and delicacies) for 8pax

2.) Tacloban City

October 08-10, 2018

ABC: Php 327, 816.00

Scope of Work/ Deliverables:

A. Accommodation Requirements:

3D2N hotel room accommodation 5-single rooms (for the speakers and OTSR Director) and 1 twin room (for PIED) with breakfast in a DOT accredited hotel (at least 3-star)

B. Transportation Service Requirements:

Re-bookable. Refundable regular rate RT airline tickets for 7pax with 20 kilos baggage allowance Manila-Tacloban-Manila (ETD Manila AM; ETD Tacloban PM).

Land transportation (van) within Iloilo City (RT airport transfers {arrival and departure} and a city tour on the last day)

Travel Insurance for 3 pax (DOT Head Office)

C. Meal Requirements:

Day 1 and 3 for the speakers and DOT head office representatives (lunch and dinner) 7pax
Day 2 (actual date of event) banquet service for 90pax – plated AM and PM snacks, buffet lunch and dinner with 1 round of drink

D. Function Room within the hotel where the speakers are staying

Use of function room (on Day 2) with projector and screen, basic sound system, tables and chairs, stage and podium, pens and papers, white board and marker, wi-fi access, free flowing coffee, water and candies.

Classroom style with dining (round) table at the back for the banquet service.

E. Token for the speakers (local products and delicacies) for 8pax

3.) Baler

October 15-17, 2018

ABC: Php 477,970.00

Scope of Work/ Deliverables:

A. Accommodation Requirements:

3D2N hotel room accommodation 5-single rooms (for the speakers and OTSR Director) and 1 twin room (for PIED) with breakfast in a DOT accredited hotel (at least 3-star)

B. Transportation Service Requirements:

Van hire for 7pax Manila-Baler-Manila (with tour on the last day)

Day 1 – DOT Makati-Baler (transfer)

Day 3 – Day tour/ Baler – DOT Makati (transfer)

Travel Insurance for 3 pax (DOT Head Office)

C. Meal Requirements:

Day 1 and 3 for the speakers and DOT head office representatives (lunch and dinner) 7pax

Day 2 (actual date of event) banquet service for 90pax – plated AM and PM snacks, buffet lunch and dinner with 1 round of drink

D. Function Room within the hotel where the speakers are staying

Use of function room (on Day 2) with projector and screen, basic sound system, tables and chairs, stage and podium, pens and papers, white board and marker, wi-fi access, free flowing coffee, water and candies.

Classroom style with dining (round) table at the back for the banquet service.

E. Token for the speakers (local products and delicacies) for 8pax

Minimum Requirements:

a) Must be accredited by DOT

b) Willing to provide services on a send-bill arrangement; with breakdown of actual expense

VI. BUDGET : PHP 1,266,639.00

VII. PROJECT OFFICER/CONTACT PERSON:

MARITES BALLESTER

Mobile: 0921 441 22 15